

## **PROJECTS COORDINATOR**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for processing requests for service in the Operations & Maintenance division of the Department of Public Works, and coordination of special projects. The incumbent of this position works a great deal with the public, and coordinates dispatching during storms, floods and other emergencies. This position supervises a small clerical staff, and reports to an administrative assistant.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Reviews incoming service requests taken by a dispatcher, or after-hours answering service, from the general public, businesses or government officials. Forwards requests to appropriate division and monitors the status of work performed until completion. Supervises the division's tool room, maintains inventory and purchases items when necessary. Coordinates special projects, acting as liason between city-parish departments involved and affected property owners. Monitors materials and maintenance necessary for projects. Researches property ownership and rights-of-way. Makes sure rights-of-way are obtained when necessary.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Considerable knowledge of methods, materials and equipment used in Public Works maintenance and repair projects.

Knowledge of right-of-way acquisition practices and methods of property ownership research.

Knowledge of the functions of Public Works divisions and other city-parish departments.

Ability to work tactfully and effectively with the public, including irate individuals.

Ability to schedule, assign, supervise and coordinate the work of subordinate personnel.

Ability to establish and maintain effective working relationships with government officials, employees and the public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree from an accredited college with course work in engineering, construction or business administration, and experience in engineering, construction, or right-of-way acquisition, including supervisory experience; or any equivalent combination of training and experience.